
SUPPLEMENTAL JOB DESCRIPTION

Classification: Program Assistant I
Position Title: Program Assistant I
Position Number: 9Temp

Function Code: 7112-077
Date Established: 5-13-11
Date of Last Amendment:

SCOPE OF WORK: To assist Program Assistant III and Director of Store Operations in daily functions of Liquor Store Operations. Provide front line support for Store Operations Division.

ACCOUNTABILITIES/ ESSENTIAL FUNCTIONS:

- Answer requests for information, screens phone calls and routes calls to appropriate personnel.
- Responds to requests from the public for TAG Days (fundraising) at NH Liquor Stores, coordinates schedule, types approval letters and distributes approvals to non-profits and stores upon approval.
- Manages supply ordering for 76 liquor stores, placing orders weekly, coordinating with Warehouse Stock Supervisor and Accounting.
- Manages monthly paper bag orders, facilitating orders through automated system, faxing to the current contract holder for distribution.
- Performs a variety of clerical duties as assigned.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

Education: High school diploma, G.E.D. or its equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three year's experience in a responsible clerical position, including experience in office operations, supply ordering and inventory management, and retail background or related experience.

License/Certification: None required.

SPECIAL REQUIREMENTS: For appointment consideration, Program Assistant applicants must successfully participate in a written examination measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification.

DISCLAIMER STATEMENT:

The supplemental job description lists typical examples of work and is not intended to include every job and responsibility to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURE:

The above is an accurate description of my position.

Employee's Name & Signature

Date Reviewed

Supervisor's Name & Title: Peter Engel, Administrator III #30497, Director of Store Operations

Supervisor's Signature

Date Reviewed

Jennifer J. Elberfeld MR

5-13-11

Division of Personnel

Date Reviewed